

# HEAD START PROGRAM REGULATIONS AND PROGRAM GUIDANCE FOR PARTS 1304 AND 1308

## TABLE OF CONTENTS

	<i>Page</i>
<b>Introduction</b> .....	1
<b>Part 1301 Head Start Grants Administration</b> .....	5
<b>Part 1302 Policies and Procedures for Selection, Initial Funding, and Refunding of Head Start Grantees, and for Selection of Replacement Grantees</b> .....	15
<b>Part 1303 Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies</b> .....	21
<b>Part 1304 Program Performance Standards for the Operation of Head Start Programs by Grantee and Delegate Agencies</b> .....	37
 <b>Subpart A General</b>	
<b>1304.1 Purpose and Scope</b> .....	37
<b>1304.2 Effective Date</b> .....	37
<b>1304.3 Definitions</b> .....	37
 <b>Subpart B Early Childhood Development and Health Services</b>	
<b>1304.20 Child Health and Developmental Services</b> .....	41
(a) Determining Child Health Status .....	42
(b) Developmental, Sensory, and Behavioral Screening .....	47
(c) Extended Follow-Up and Treatment.....	49
(d) Ongoing Care .....	51
(e) Involving Parents.....	52
(f) Individualization of the Program .....	54
<b>1304.21 Education and Early Childhood Development</b> .....	58
(a) Child Development and Education Approach for all Children .....	60
(b) Child Development and Education Approach for Infants and Toddlers.....	74
(c) Child Development and Education Approach for Preschoolers.....	77
<b>1304.22 Child Health and Safety</b> .....	83
(a) Health Emergency Procedures .....	83
(b) Conditions of Short-Term Exclusion and Admittance.....	87
(c) Medication Administration .....	89
(d) Injury Prevention.....	93
(e) Hygiene.....	94
(f) First Aid Kits.....	97

**HEAD START PROGRAM REGULATIONS AND GUIDANCE  
FOR PARTS 1304 AND 1308**

**TABLE OF CONTENTS (Continued)**

<b>1304.23 Child Nutrition .....</b>	<b>98</b>
(a) Identification of Nutritional Needs .....	98
(b) Nutritional Services .....	101
(c) Meal Service .....	109
(d) Family Assistance with Nutrition .....	113
(e) Food Safety and Sanitation.....	114
 <b>1304.24 Child Mental Health.....</b>	 <b>116</b>
(a) Mental Health Services.....	116
 <b>Subpart C — Family and Community Partnerships</b>	
 <b>1304.40 Family Partnerships .....</b>	 <b>125</b>
(a) Family Goal Setting.....	126
(b) Accessing Community Services and Resources.....	128
(c) Services to Pregnant Women Who are Enrolled in Programs Serving Pregnant Women, Infants, and Toddlers .....	131
(d) Parent Involvement – General .....	133
(e) Parent Involvement in Child Development and Education .....	134
(f) Parent Involvement in Health, Nutrition, and Mental Health Education.....	137
(g) Parent Involvement in Community Advocacy.....	141
(h) Parent Involvement in Transition Activities.....	143
(i) Parent Involvement in Home Visits.....	144
 <b>1304.41 Community Partnerships .....</b>	 <b>147</b>
(a) Partnerships.....	147
(b) Advisory Committees.....	153
(c) Transition Services.....	154
 <b>Subpart D — Program Design and Management</b>	
 <b>1304.50 Program Governance.....</b>	 <b>158</b>
(a) Policy Council, Policy Committee, and Parent Committee Structure .....	159
(b) Policy Group Composition and Formation.....	162
(c) Policy Group Responsibilities – General.....	164
(d) The Policy Council or Policy Committee.....	164
(e) Parent Committee.....	171
(f) Policy Council, Policy Committee, and Parent Committee Reimbursement .....	172
(g) Governing Body Responsibilities.....	172
(h) Internal Dispute Resolution.....	173
 <b>Appendix A to 1304.50 — Governance and Management     Responsibilities.....</b>	 <b>175</b>

# HEAD START PROGRAM REGULATIONS AND GUIDANCE FOR PARTS 1304 AND 1308

## TABLE OF CONTENTS (Continued)

<b>1304.51 Management Systems and Procedures .....</b>	<b>178</b>
(a) Program Planning.....	197
(b) Communications – General.....	181
(c) Communication with Families.....	182
(d) Communication with Governing Bodies and Policy Groups.....	183
(e) Communication Among Staff.....	183
(f) Communication with Delegate Agencies .....	184
(g) Record-Keeping Systems.....	184
(h) Reporting Systems.....	186
(i) Program Self-Assessment and Monitoring.....	187
<b>1304.52 Human Resources Management .....</b>	<b>190</b>
(a) Organizational Structure.....	190
(b) Staff Qualifications – General .....	192
(c) Early Head Start or Head Start Director Qualifications ....	194
(d) Qualifications of Content Area Experts.....	195
(e) Home Visitor Qualifications.....	200
(f) Infant and Toddler Staff Qualifications.....	201
(g) Classroom Staffing and Home Visitors .....	201
(h) Standards of Conduct .....	204
(i) Staff Performance Appraisals.....	206
(j) Staff and Volunteer Health.....	207
(k) Training and Development .....	209
<b>1304.53 Facilities, Materials, and Equipment .....</b>	<b>213</b>
(a) Head Start Physical Environment and Facilities .....	213
(b) Head Start Equipment, Toys, Materials, and Furniture.....	227
 <b>Subpart E — Implementation and Enforcement</b>	
<b>1304.60 Deficiencies and Quality Improvement Plans .....</b>	<b>233</b>
<b>1304.61 Noncompliance .....</b>	<b>233</b>
 <b>Selected References Used in Preparation of Program Guidance for</b>	
<b>Part 1304 .....</b>	<b>235</b>
 <b>Part 1305     Eligibility, Recruitment, Selection, Enrollment, and Attendance</b>	
<b>                  in Head Start .....</b>	<b>241</b>
 <b>Part 1306     Head Start Staffing Requirements and Program Options.....</b>	<b>247</b>
 <b>Part 1307     Reserved for future use.....</b>	<b>n/a</b>

**HEAD START PROGRAM REGULATIONS AND GUIDANCE  
FOR PARTS 1304 AND 1308**

**TABLE OF CONTENTS (Continued)**

<b>Part 1308</b>	<b>Head Start Program Performance Standards on Services for Children with Disabilities.....</b>	<b>255</b>
<b>Subpart A</b>	<b>General.....</b>	<b>255</b>
<b>Subpart B</b>	<b>Disabilities Service Plan .....</b>	<b>257</b>
<b>Subpart C</b>	<b>Social Services Performance Standards.....</b>	<b>273</b>
<b>Subpart D</b>	<b>Health Services Performance Standards .....</b>	<b>278</b>
<b>Subpart E</b>	<b>Education Services Performance Standards.....</b>	<b>305</b>
<b>Subpart F</b>	<b>Nutrition Performance Standards .....</b>	<b>311</b>
<b>Subpart G</b>	<b>Parent Involvement Performance Standards.....</b>	<b>313</b>
<b>Part 1309</b>	<b>Head Start Facilities Purchase .....</b>	<b>317</b>
<b>Part 1310</b>	<b>Reserved for future use.....</b>	<b>325</b>
<b>Part 1311</b>	<b>Head Start Fellows Program .....</b>	<b>327</b>